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7 AUG 1964

MEMORANDUM FOR: Chief, Physical Security Division, OS**SUBJECT : Proposed Storage of USIB Material in the Archives**

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1. At the request of [redacted] Chief, Records Management Staff, a representative of the Survey Branch was detailed to attend a conference in regard to the possibility of the utilization of Archives facilities for the limited storage of intelligence material. The meeting was held on 5 August 1964. Those attending and organizations represented were:

Herbert E. Angel

E. G. Campbell

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Donald Simon

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Assistant Archivist for Records Control

Director, Region 3, NARS
Chief, Records Management Group, DIA

Architect DIA

Chief, Records Management Division, State

Chief, Management Engineering Staff, NSA

Architect Engineer, NSA

Chief, Records Management Staff

Records Management Staff

Chief, Records Center

Office of Security

2. Mr. Angel opened the meeting with a description of the new Archives facility to be constructed in Suitland, Maryland. The structure will be located in a growing complex of Government buildings near the existing Census and Hydrographic Buildings. GSA has acquired a parcel of land on which a central heating plant is to be constructed and on which additional Government buildings may be erected. The Archives Building will be a bi-level structure, two stories in the front and one in the rear with the lower floor partially below grade. The building will have 800,000 square feet of floor surface which will house 4,000,000 cubic feet of records. The building is divided into self-contained

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GROUP 1
Excluded from automatic
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sections which Mr. Angel referred to as "modules". Two of the modules on the lower floor are to be constructed to vault specifications. Each of these modules will be approximately 40,000 square feet (110' x 360') housing 200,000 cubic feet of records. Detailed specifications are not available, but information presently known is that the walls of the two vaults, which are adjoining, will be of 9" reinforced concrete resting on a 6" reinforced concrete slab. The overhead slab will be 12" thick and will have a floor loading factor of 300 pounds. The vaults will have two doors—the entrance and an escape door opening into an enclosed stairway to the upper floor. All doors in the two vaults will have a two and possibly a four hour rating. The wall separating the two vaults will be of cement block construction 12" thick with a four hour fire rating. Each vault will be equipped with a heat detection system and with a sprinkler system. The sprinklers will be set high (200 degrees) in order to all but eliminate the possibility of accidental discharges. The two vaults will be located in the rear of the building below grade. There will be a loading dock and ramp entrance near the vaults. The upper floor will also have a loading dock in the rear at grade level. The only other entrance to the building is at the front on the upper floor.

3. Future estimated storage requirements including the possible distant need for a third module were discussed among the several Records Management Officers. The group was advised that the third module could be, at this point, easily re-designed to vault specifications if desired. However, in order to avoid expensive change orders, the decision on this and other special requirements should be made known without delay. The NSA representatives responded that they will require a partitioned area within one of the vaults to store their material. Mr. Angel requested that NSA submit their requirement no later than 1 September for the reason that some lead time is required to prepare the final drawings and advertise for bids. The planned schedule is to have bid opening 1 November, notice to proceed 1 January 1965 and occupancy in June 1966.

4. In response to a question from Mr. Angel 25X1 advised that the material stored in the vaults would normally be serviced by Archives employees. He believed that the employee population would be in the neighborhood of 175 to 200 people. A portion of these could be appropriately cleared to work in the vaults. Although the material housed in the vaults would be in the "dead storage" category there would still be considerable activity in the

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vaults requiring a sizeable force of cleared employees to provide the necessary service. A possible alternative would be to exclude all Archives employees and the customer agencies ^{PROVIDE} the personnel to service their material. This matter and other ground rules would have to be worked out prior to occupancy.

25X1 5. According to [] Agency participation in the proposed dead storage of classified material in the Archives facility would be limited to USIB and "other finished intelligence publications such as the NIS's and NIE's." He explained that at the present time each of the individual organizations in the USIB are storing their own USIB reference documents. In aggregate, this represents an unnecessary and expensive duplication. It has been proposed that CIA be responsible for a pool repository for all USIB reference material of this nature which would be available as required to participants in the USIB and thereby eliminate the present inefficient individual organizational storage of the USIB material. Documents in the USIB repository in the Archives would not be classified above SECRET nor would there be any codeword material.

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Chief, Survey Branch, OS

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OS:PhySD/SB [] (7 August 64)

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